



# **Position Management & Classification**

**Remote Designee Course  
California National Guard  
CAJS-J1-HR-PC**



# Agenda



- Manpower Templates
- Manpower Resource Vouchers (MRV)
- Unit Manpower Document (UMD)
- Manpower Change Request (MCR)



# Acronyms



- Manpower Program Execution System (MPES)
- Resource Identification Code (RIC)
- Program Element Code (PEC)
- Functional Account Code (FAC)
- Personnel Accounting Symbol (PAS)
- Functional Area Manager (FAM)
- Resource Allocations - RA



# Acronyms Cont'd



- Program Element Manager – PEM
- Full-time – FT
- UTC – Unit Taking Code



# MPES



- MPES is an on-line management information system designed to account for allocated manpower resources, report the utilization of those resources to the Office of the Secretary of Defense (OSD) and Congress through Headquarters, United States Air Force (USAF), support contingency plans of the Joint Chiefs of Staff, and assist Major Command (MAJCOM) and field-level commanders in the effective utilization and management of those resources.
- The Manpower Office is the OPR for MPES. Within MPES, each manpower position has its own record. A requirement that is not funded is called an **UNFUNDED REQUIREMENT**; this also means there are no dollars allocated to pay the salary of a prospective employee. If the requirement is funded, the position is called an **AUTHORIZATION**; this also means there are dollars allocated to hire someone against the position.



# Manpower Templates

**MEMORANDUM FOR ALL HROS AND WING COMMANDERS** 19-Aug-2010

**FROM:** NGB/A1M  
1411 Jefferson Davis Highway  
Arlington VA 22202-3231

**SUBJECT:** Requirement Templates for ANG Logistics Readiness Squadrons (LRS)

1. The attached manpower templates implements the LRS Evolution IAW USAF PAD 08-01 and ANG Programming Plan 08-01. Requirements were coordinated through NGB/A4 and validated by NGB/A4 functional area managers (FAMs).
2. These templates outline basic LRS manpower requirements for those units providing support to flying and non-flying wings throughout the Air National Guard. Specific Unit requirements are dependent upon the Unit's DOC tasking and Unit specific workload data used to apply the applicable ANG Fulltime Manpower Standards. The mission of the host Wing will determine the requirements baseline.
3. Information Dominance Missions will begin with the "ID Missions Basic Template." Requirements in addition to the basic template will be added in accordance with additional DOC tasking for military requirements and earned workload for fulltime requirements. Multiple missions will not receive duplicative manpower. Requirements will not be added to the LRS UMD if they are embedded in the mission UTCs.
4. There is no increase or decrease in Military or Full-time manpower requirements associated with this PAD implementation. The impact on the Unit's Manning Document (UMD) Full-time manpower will be Organization Structure Codes (OSCs), Occupation Codes (OCC), and Position Descriptions (PDs), Military manpower OSCs and Flight/Section/Element Titles.
5. These templates represent manpower and grade requirements, not funding availability. Manpower resourcing is dependent upon USAF Program Objective Memorandum (POM) and subsequent NGB funding decisions. These documents do NOT grant authority to hire above existing resources nor grow manpower above validated requirements. FUTURE PROGRAMMATIC CHANGES MAY IMPACT MANPOWER REQUIREMENTS. NGB/A1M will address subsequent changes through the Manpower Change Request (MCR) process.
6. These templates supersede previous versions. They expire one year from date of issue unless superseded sooner or implemented on the Unit Manpower Document (UMD), whichever comes first. Ultimately, the UMD is the official record of manpower requirements.
7. The POCs are A1MR Section Chiefs, information located on the A1M COP.

RONNIE K. WOOTEN, GS-14, DAF  
Chief, Requirements Branch

MARY BURRUS, Colonel, USAF  
Chief, Manpower, Organization and Resources  
Division



|    | A   | B     | C                                | D      | E     | F     | G                                 | H         | I     | J    | K      | L      | M     | N        | O | P |  |  |
|----|---|-------|----------------------------------|--------|-------|-------|-----------------------------------|-----------|-------|------|--------|--------|-------|----------|---|---|--|--|
| 1  | C-130 LOGISTICS SQUADRON DRILL REQUIREMENTS |       |                                  |        |       |       | C-130 LOGISTICS SQUADRON FULLTIME |           |       |      |        |        |       |          |   |   |  |  |
| 2  | FAC   | OSC   | TITLE                            | AFSC   | GRADE | UTC   | MILITARY                          | REMARKS   | GRD   | OCC  | AFSC   | 10 PAA | 8 PAA | PDs      |   |   |  |  |
| 3  |   |       |                                  |        |       |       |                                   |           |       |      |        |        |       |          |   |   |  |  |
| 4  | 400000                                      | CC    | COMMANDER                        | C021R3 | LTC   | 9LRCC | 1                                 | USPFO     | GS-12 | 0346 | C021R3 | 1      | 1     | 80933000 |   |   |  |  |
| 5  |   |       |                                  |        |       |       |                                   |           |       |      |        |        |       |          |   |   |  |  |
| 6  |   | CCF   | FIRST SERGEANT                   | 8F000  | MSG   | 9AFS2 | 1                                 |           |       |      |        |        |       |          |   |   |  |  |
| 7  |   |       |                                  |        |       |       |                                   |           |       |      |        |        |       |          |   |   |  |  |
| 8  |   | CCQ   | ORDERLY ROOM                     | 3D071  | TSG   | 6KAAF | 1                                 |           | GS-06 | 0303 | 3D071  | 1      | 1     | 80284    |   |   |  |  |
| 9  |   |       |                                  | 3D051  | SSG   | 6KTD0 | 1                                 |           |       |      |        |        |       |          |   |   |  |  |
| 10 |   |       |                                  | 3S051  | SSG   | PEACE | 1                                 |           |       |      |        |        |       |          |   |   |  |  |
| 11 |   |       |                                  |        |       |       |                                   |           |       |      |        |        |       |          |   |   |  |  |
| 12 |   |       | FAC RECAP                        |        |       |       |                                   | 5         |       |      |        | 2      | 2     |          |   |   |  |  |
| 13 |   |       |                                  |        |       |       |                                   |           |       |      |        |        |       |          |   |   |  |  |
| 14 | 410000                                      | LGRD  | DEPLOYMENT & DISTRIBUTION FLIGHT | 021R3  | MAJ   | 9LRCG | 1                                 |           | GS-12 | 0346 | 021R3  | 1      | 1     | 80946000 |   |   |  |  |
| 15 |   |       |                                  |        |       |       |                                   |           |       |      |        |        |       |          |   |   |  |  |
| 16 |   |       | FAC RECAP                        |        |       |       |                                   | 1         |       |      |        | 1      | 1     |          |   |   |  |  |
| 17 |   |       |                                  |        |       |       |                                   |           |       |      |        |        |       |          |   |   |  |  |
| 18 | 423000                                      | LGRDA | SMALL AIR TERMINAL               | 2T200  | CMS   | UFBXC | 1                                 | 00054120G | WS-10 | 5201 | 2T200  | 1      | 1     | 80433P00 |   |   |  |  |
| 19 |   |       |                                  | 2T291  | SMS   | UFBJE | 1                                 | 00054120G | WG-10 | 5201 | 2T271  | 4      | 4     | 80952000 |   |   |  |  |
| 20 |   |       |                                  | 2T271  | MSG   | UFBBI | 4                                 | 00054120G |       |      |        |        |       |          |   |   |  |  |
| 21 |   |       |                                  | 2T271  | MSG   | UFBBS | 2                                 | 00054120G |       |      |        |        |       |          |   |   |  |  |
| 22 |   |       |                                  | 2T271  | TSG   | UFBBI | 6                                 | 00054120G |       |      |        |        |       |          |   |   |  |  |
| 23 |   |       |                                  | 2T271  | TSG   | UFBBS | 4                                 | 00054120G |       |      |        |        |       |          |   |   |  |  |
| 24 |   |       |                                  | 2T271  | TSG   | UFBBI | 1                                 | 00054120G |       |      |        |        |       |          |   |   |  |  |
| 25 |   |       |                                  | 2T271  | TSG   | UFBPL | 1                                 | 00054120G |       |      |        |        |       |          |   |   |  |  |
| 26 |   |       |                                  | 2T251  | SSG   | UFBBI | 14                                | 00054120G |       |      |        |        |       |          |   |   |  |  |
| 27 |   |       |                                  | 2T251  | SSG   | UFBBS | 9                                 | 00054120G |       |      |        |        |       |          |   |   |  |  |
| 28 |   |       |                                  | 2T251  | SSG   | UFBBI | 2                                 | 00054120G |       |      |        |        |       |          |   |   |  |  |
| 29 |   |       |                                  | 2T251  | SSG   | UFBPL | 1                                 | 00054120G |       |      |        |        |       |          |   |   |  |  |
| 30 |   |       |                                  |        |       |       |                                   |           |       |      |        |        |       |          |   |   |  |  |
| 31 |   |       | FAC RECAP                        |        |       |       |                                   | 46        |       |      |        | 5      | 5     |          |   |   |  |  |
| 32 |   |       |                                  |        |       |       |                                   |           |       |      |        |        |       |          |   |   |  |  |
| 33 | 42C100                                      | LGRDD | DISTRIBUTION SECTION             | 021R3  | MAJ   | 9LRCG | 1                                 | 00054120G |       |      |        |        |       |          |   |   |  |  |
| 34 |   |       |                                  | 2T091  | SMS   | UFTSV | 1                                 |           | GS-11 | 2130 | 2T000  | 1      | 1     | 80947000 |   |   |  |  |
| 35 |   |       |                                  | 2T071  | MSG   | UFTSU | 1                                 |           | GS-06 | 2102 | 2T071  | 1      | 1     | 80949000 |   |   |  |  |
| 36 |   |       |                                  | 2T071  | TSG   | UFTME | 1                                 |           | WG-08 | 5703 | 2T071  | 1      | 1     | 80948000 |   |   |  |  |
| 37 |   |       |                                  | 2T051  | SSG   | UFTME | 2                                 |           |       |      |        |        |       |          |   |   |  |  |
| 38 |   |       |                                  | 2T171  | MSG   | UFVME | 1                                 |           | WG-08 | 5703 | 2T171  | 1      | 1     | 80948000 |   |   |  |  |
| 39 |   |       |                                  | 2T171  | TSG   | UFVME | 2                                 |           | WG-08 | 5703 | 2S071  | 1      | 1     | 80948000 |   |   |  |  |
| 40 |   |       |                                  | 2T151  | SSG   | UFVME | 3                                 |           |       |      |        |        |       |          |   |   |  |  |



# ANG Manpower



- A1MR determines earned DSGs
  - Based on UTC
  - New Missions get FT based on like units
- A1MM determines earned FT
  - Must be operational for 1 year prior to study
- PEM gets fully funded requirements from A1MR
  - Majority not 100% funded





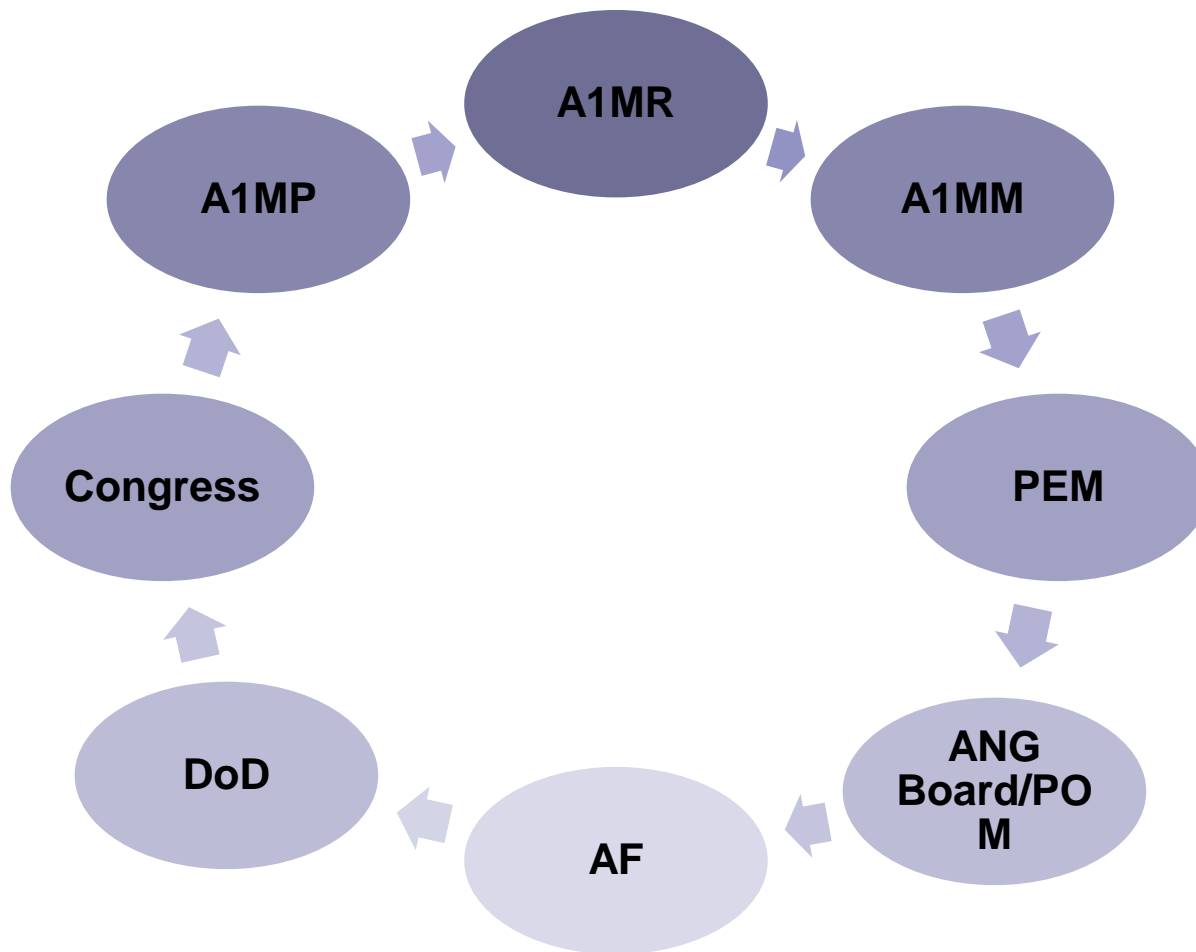
# Manpower Cont'd



- PEM takes requests to ANG Board
  - All PEMs compete for same limited resources
- ANG Board determines final submission
- ANG POM request goes to AF
- AF submission goes to DoD, DoD submission goes to Congress...
- Congress approves POM...ANG received funding from AF by Program
- A1MP distributes final funding via MRV



# Manpower Cycle





# MRV



- Full-time resources available to them based on programmed end strength by PEC.
- MRVs are distributed annually to the HRO and designees on 31 Aug based on the budget process cycle. It also goes to NGB/A1MR 1 Jun (used to reconcile the UMD).



# MRV Cont'd



- MRVs are updated as needed due to full-time UMD changes, approved state HRO Manpower Change Requests (MCRs), senior leadership decisions, and programmatic changes.
- A1MP reports MRV resource allocations to NGB/FM quarterly by ASN, PEC, RIC, and Reimburseables.



# MRV Cont'd



- MRV allocations will be made based on approved budget and end strength programmed into each PEC by category and RIC.
- UMD should = MRV by category. MRV takes precedence unless there are not anymore full-time requirements to fund.



# MRV Example

CALIFORNIA - MRV 10 DEC 10 PEC 53116G Space Adds.PDF - Adobe Reader

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## MANPOWER RESOURCE VOUCHER (MRV) CALIFORNIA

DOCUMENT SUPERSEDES ALL OTHER MRV's

THIS MRV UPDATE ADDS 5 TECH TO PEC 00053116G SPACE FOR MPF B5, ASN B3. THIS MRV ADD MATCHES MRV TO FYDP PROGRAM FOR THE PEC. THE EFFECTIVE DATE IS FY12 1 ON. THE TRANSACTION CAN BE VIEWED ON THE SUMMARY OF TRANSACTION SHEET WITH A TRANSACTION DATE OF 10 DEC 2010.

APPROVED BY: LT COL TRACY D. SMITH CHIEF, MANPOWER PROGRAM DEVELOPMENT DSN: 327-3096 COM: (703) 607-3096

ASN: A9 MPF ID: B2 0144 FTR WG FISCAL YEAR AND QUARTER

| PEC                      | 10 Q4  | 11 Q1 | 11 Q2 | 11 Q3 | 11 Q4 | 12 Q1 | 12 Q2 | 12 Q3 | 12 Q4 | 13 Q1 | 13 Q4 | 14 Q1 | 14 Q4 | 15 Q1 |
|--------------------------|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 00051216G                | RIC TITLE RIC  |       |       |       |       |       |       |       |       |       |       |       |       |       |
| ANG F-16 AIR DEF         | AGR OFFICER 0034 16 16 16 16 16 0 0 0 0 0 0 0 0 0              |       |       |       |       |       |       |       |       |       |       |       |       |       |
|                          | AGR ENLISTED 0148 123 123 123 123 123 9 9 9 9 9 9 9 9 9        |       |       |       |       |       |       |       |       |       |       |       |       |       |
|                          | TITLE 5 CIVILIAN 0160 0 0 0 0 0 0 0 0 0 0 0 0 0 0              |       |       |       |       |       |       |       |       |       |       |       |       |       |
|                          | TECHNICIAN 0170 229 229 229 229 229 45 45 45 45 45 45 45 45 45 |       |       |       |       |       |       |       |       |       |       |       |       |       |
| 00051216G                | PEC  | TOTAL | 368   | 368   | 368   | 368   | 368   | 54    | 54    | 54    | 54    | 54    | 54    | 54    |
| 00052609G                | RIC TITLE RIC  |       |       |       |       |       |       |       |       |       |       |       |       |       |
| ANG F-15 TAC FIGHTER     | AGR OFFICER 0034 0 0 0 0 0 4 4 4 4 4 4 4 4 4                   |       |       |       |       |       |       |       |       |       |       |       |       |       |
|                          | AGR ENLISTED 0148 0 0 0 0 0 18 18 18 18 18 18 18 18 18         |       |       |       |       |       |       |       |       |       |       |       |       |       |
|                          | TITLE 5 CIVILIAN 0160 0 0 0 0 0 0 0 0 0 0 0 0 0 0              |       |       |       |       |       |       |       |       |       |       |       |       |       |
|                          | TECHNICIAN 0170 0 0 0 0 0 243 243 243 243 243 243 243 243 243  |       |       |       |       |       |       |       |       |       |       |       |       |       |
| 00052609G                | PEC  | TOTAL | 0     | 0     | 0     | 0     | 0     | 265   | 265   | 265   | 265   | 265   | 265   | 265   |
| 00052625G * FENCED PEC * | RIC TITLE RIC  |       |       |       |       |       |       |       |       |       |       |       |       |       |
| SECURITY FORCES (ANG)    | AGR OFFICER 0034 0 0 0 0 0 0 0 0 0 0 0 0 0 0                   |       |       |       |       |       |       |       |       |       |       |       |       |       |
|                          | AGR ENLISTED 0148 29 29 29 29 29 18 18 18 18 18 18 18 18 18    |       |       |       |       |       |       |       |       |       |       |       |       |       |
|                          | TITLE 5 CIVILIAN 0160 0 0 0 0 0 0 0 0 0 0 0 0 0 0              |       |       |       |       |       |       |       |       |       |       |       |       |       |
|                          | TECHNICIAN 0170 1 1 1 1 1 1 1 1 1 1 1 1 1 1                    |       |       |       |       |       |       |       |       |       |       |       |       |       |
| 00052625G * FENCED PEC * | PEC  | TOTAL | 30    | 30    | 30    | 30    | 30    | 19    | 19    | 19    | 19    | 19    | 19    | 19    |

Friday, December 10, 2010 NGB/AIMP MRV Page 1 of 18

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# State Transaction Summary



- Provided to HRO and designees with MRV update.
- Tracks MRV actions in detail by state, ASN, MPF, Unit, Category, and PEC.
- Documents current and projected resource adjustments by fiscal year/quarter along with rationale and approval authority.





# MRV Summary Example



CALIFORNIA - MRV SUMMARY OF TRANSACTIONS 10 DEC 10.pdf - Adobe Reader

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## MANPOWER RESOURCE VOUCHER (MRV) DETAILED TRANSACTION SUMMARY SHEET CALIFORNIA

THIS DOCUMENT SUPERSEDES ALL OTHER MRV TRANSACTION SUMMARY SHEETS.

THIS MRV UPDATE ADDS 5 TECH TO PEC 00053116G SPACE FOR MPF B5, ASN B3. THIS MRV ADD MATCHES MRV TO FYDP PROGRAM FOR THE PEC. THE EFFECTIVE DATE IS FY12 1 ON. THE TRANSACTION CAN BE VIEWED ON THE SUMMARY OF TRANSACTION SHEET WITH A TRANSACTION DATE OF 10 DEC 2010.

APPROVED BY: LT COL TRACY D. SMITH CHIEF, MANPOWER PROGRAM DEVELOPMENT DSN 327-3096 COMM: (703) 607-3096

ASN: **A9** MPF ID: **B2** **0144 FTR WG**

FISCAL YEAR AND QUARTER

| APPROVED RESOURCE ALLOCATIONS |     |     |     |     | PROJECTED RESOURCE ALLOCATIONS SUBJECT TO CHANGE |     |     |     |     |     |     |     |     |     |
|-------------------------------|-----|-----|-----|-----|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 104                           | 111 | 112 | 113 | 114 | 121  | 122 | 123 | 124 | 131 | 134 | 141 | 144 | 151 | 154 |

PROGRAM ELEMENT CODE (PEC)

**00051216G ANG F-16 AIR DEF**

MRV ACTION DATE ENTERED MRV DESC RIC

FY11 MRV REBASELINE 8/30/2010 0034

|    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |
|----|----|----|----|----|---|---|---|---|---|---|---|---|---|---|
| 17 | 17 | 17 | 17 | 17 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
|----|----|----|----|----|---|---|---|---|---|---|---|---|---|---|

JASMS ID 1 / 2  
N/A N/A

FY11 MRV REBASELINE. ALL PREVIOUS MRV TRANSACTIONS HAVE BEEN TOTALED UP AND ARE REDISPLAYED AS OF 8/30/2010.

MCR 9/20/2010 0034

|    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| -1 | -1 | -1 | -1 | -1 | -1 | -1 | -1 | -1 | -1 | -1 | -1 | -1 | -1 | -1 |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

JASMS ID 1 / 2  
1006514

MCR 1006514 JASMS TASKER REALIGNS FUNDING FROM ONE AGR OFFICER PEC 51216G TO PEC 59297G AND ONE TECHNICIAN FROM PEC 59297G TO PEC 51216G

FY11 MRV REBASELINE 8/30/2010 0148

|     |     |     |     |     |   |   |   |   |   |   |   |   |   |   |
|-----|-----|-----|-----|-----|---|---|---|---|---|---|---|---|---|---|
| 123 | 123 | 123 | 123 | 123 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 |
|-----|-----|-----|-----|-----|---|---|---|---|---|---|---|---|---|---|

JASMS ID 1 / 2  
N/A N/A

FY11 MRV REBASELINE. ALL PREVIOUS MRV TRANSACTIONS HAVE BEEN TOTALED UP AND ARE REDISPLAYED AS OF 8/30/2010.

FY11 MRV REBASELINE 8/30/2010 0160

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

JASMS ID 1 / 2  
N/A N/A

FY11 MRV REBASELINE. ALL PREVIOUS MRV TRANSACTIONS HAVE BEEN TOTALED UP AND ARE REDISPLAYED AS OF 8/30/2010.

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# RA-TECH AND TITLE V



- Technician resources must meet or exceed Congressional Floor by end of fiscal year (30 Sep).
- Technician and Title V work years must be fully executed to ensure future budget cuts are not taken due to under-execution of allocated resources.
- Total number Technicians programmed (FY11/1): 10,023
- Total number Title V programmed (FY11/1): 13
- Categories of resources (AGR Officer, AGR Enlisted, Technician, and Title V) **must be managed separately**. Under-execution in one category cannot be used to pay for over-execution in another.



# RA- AGR



- Number of AGR resources allocated are based on Congressional ceiling.
- AGR under-execution puts resources at risk if not fully executed as occurred in 2004 with a cut in enlisted strength.
- Air Force has the ability to monitor the AGR program especially now with the former MPES system and the present MPES4 system.
- Total number AGRs programmed (FY11/1):
  - Officer: 83
  - Enlisted: 434



# MCR



- Simple or Complex
- “Fenced” PECs
  - ☐ Reimbursable
  - ☐ Intel (includes RPAs)
  - ☐ Space/Cyber
  - ☐ SF
  - ☐ Recruiters



# MCR Cont'd



- Simple MCRs – Same PEC
  - Less internal coordination necessary
  - Up to 5 actions per request
- Complex MCRs – Involve more than one PEC
  - Only 1 action per request
  - Much more behind the scenes work involved



# MCRs Cont'd



- Ensure MCRs do not adversely impact UTC tasked manpower requirements
- MCRs requesting movement of resources between PECs are cautionary and require additional NGB staffing and coordination
- Ensure all MCRs requesting realignment of full-time resources remain within valid full-time manpower requirements



# MCR Cont'd



## ■ No Abolish/Establish

- ☐ Full-time positions are earned by ANG Manpower Standards, which serve as justification and validation to have the position on the UMD



# MCR Cont'd



- Subject Line Requirements:
- MCR/CA/129RQW/129FSS/Simple
- MCR/CA/144CF/144FM/Complex
- Memorandum must have actual signature by Wing Commander
- Email must include two attachments (excel and PDF)





# MCR Cont'd



## ***RIC Realignment: Complex MCR***

This MCR request swaps Technician and AGR funding by RIC ACROSS DIFFERENT PECs.

|             | POSITION   | PAS  | UNIT    | RIC  | GRD  | AFSC  | PEC       | MNT   | REMARKS                                   |
|-------------|------------|------|---------|------|------|-------|-----------|-------|---|
| 1 CURRENT:  | 009542120J | FQQM | 112 MSF | 0128 | MSgt | 3S071 | 00052608E | XXXXX | Changes position from DSG to AGR          |
| 2 PROPOSED: |            |      |         | 0148 |      |       |           |       |   |
| 3 CURRENT:  | 009542630J | FMMQ | 112 CF  | 0148 | MSgt | 3A071 | 00055393G | XXXXX | Changes position from AGR to DSG          |
| 4 PROPOSED: |            |      |         | 0128 |      |       |           |       |   |
| 5 CURRENT:  | 0077294234 | FQQM | 112 MSF | 0170 | GS07 | 3S071 | 00052608E | XXXXX | Realigns Technician to new drill position |
| 6 PROPOSED: |            | FMMQ | 112 CF  |      |      | 3A071 | 00055393G |       |   |

This action requires additional coordination because PEC lines are being crossed. These 6 rows are “**one action**.”





# Simple MCR

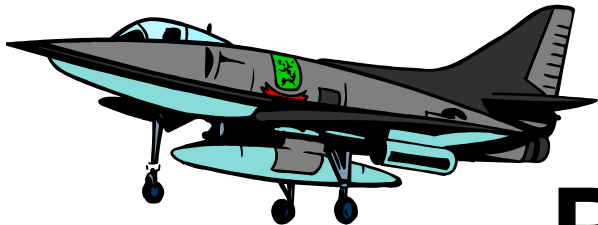


## ***RIC Realignment: Simple MCR***

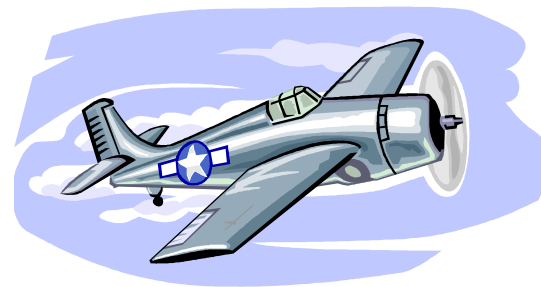
This MCR request swaps Technician and AGR funding by RIC within the same PEC.

|             | POSITION   | PAS  | UNIT    | RIC  | GRD  | AFSC  | PEC       | MNT   | REMARKS                                   |
|-------------|------------|------|---------|------|------|-------|-----------|-------|---|
| 1 CURRENT:  | 009542120J | FQQM | 112 MSF | 0128 | MSgt | 3S071 | 00052608E | XXXXX | Changes position from DSG to AGR          |
| 2 PROPOSED: |            |      |         | 0148 |      |       |           |       |   |
| 3 CURRENT:  | 009542630J | FQQM | 112 MSF | 0148 | MSgt | 3S271 | 00052608E | XXXXX | Changes position from AGR to DSG          |
| 4 PROPOSED: |            |      |         | 0128 |      |       |           |       |   |
| 5 CURRENT:  | 0077294234 | FQQM | 112 MSF | 0170 | GS07 | 3S071 | 00052608E | XXXXX | Realigns Technician to new drill position |
| 6 PROPOSED: |            |      |         |      |      | 3S271 |           |       |   |

Must be 6 line items. To accomplish this change, there must be valid full-time requirements. These 6 rows are **“one action.”**



# POSITION CLASSIFICATION





# Agenda



- Position Classification
- Position Description (PD)
- NGB PD Release
- Position Review
- Position Management
- Preparing Classification Requests for Personnel Actions





# Position Classification



Established by the Classification Act of 1949,  
Codified in Chapter 51 of Title 5, United States  
Code



- Established the principle of equal pay for equal work.
- Defines the various classes of positions in terms of duties, responsibilities.
- Establishes official class titles.
- Set the grades in which the classes of positions have been placed.



# Air Classification Specialist



The function of the Air Classification Specialist is to provide correct classification and assist with the position management of all Air technician positions in the state.



# Your Role in Classification



- Have a basic knowledge about Federal Classification procedures and how they relate to the National Guard and your unit.
- Have an understanding of the Air Manning document and what the classification aspects are.
- Maintain an updated organizational chart for your unit of responsibility.
- First line "filter" for Classification issues.







# POSITION DESCRIPTIONS





# Position Description (PD)



- Written record of major duties & responsibilities assigned to an official position before a technician can be hired or assigned.
- Clearly defines duties, authorities, responsibilities & provisions for supervisory control & supervisory requirements.







# Position Descriptions (PD)



- Standard PD – Mission driven, nationally developed, used to cover a number of like positions.
- Exception PD – locally driven to change duties of standard PD resulting in one-of-a-kind PD not applicable to any other location.

Server Document To modify this document, click Edit Document.

Edit Document

## POSITION DESCRIPTION

1. Agency POM 80936000

|   |   |   |   |                             |
|---|---|---|---|-----------------------------|
| 2. Reason for Revision<br><input checked="" type="checkbox"/> reclassification <input type="checkbox"/> new   | 4. Service<br><input type="checkbox"/> MC <input checked="" type="checkbox"/> Field   | 3. Mpl Office Location<br>[Redacted]  | 5. Duty Station<br>[Redacted]   | 6. OPM Cert #<br>[Redacted] |
| 3. Reason for Revision<br><input type="checkbox"/> reclassification <input checked="" type="checkbox"/> Other<br>Explanation (Show positions replaced<br>replace 80936000, reclassification<br>Supervisor, 80-827-06<br>[Redacted]) | 7. Fair Labor Standards Act<br>not applicable   | 8. Financial Statements Required<br><input type="checkbox"/> none <input type="checkbox"/> financial statements<br><input type="checkbox"/> employment & financial statements             | 9. Subject to IA<br>Action<br><input type="checkbox"/> yes <input checked="" type="checkbox"/> no |                             |
| 10. Position Status<br><input type="checkbox"/> Competitive<br><input type="checkbox"/> Ungraded (IS 400 704)<br><input type="checkbox"/> AS (Gen)<br><input type="checkbox"/> AS (Spec)  | 11. Position is<br><input checked="" type="checkbox"/> Supervisory<br><input type="checkbox"/> Managerial<br><input type="checkbox"/> neither | 12. Sensitivity<br><input type="checkbox"/> non-sensitive<br><input type="checkbox"/> noncritical Sens<br><input type="checkbox"/> Critical Sens<br><input type="checkbox"/> Special Sens | 13. Competitive Level<br>[Redacted]   |                             |
| 14. Agency Use<br>DUAL STATUS   |   |   |   |                             |

15. Classified/Graded by  
☐ a. US Office of same org ☒ b. Dept, Agency or Establishment ☐ c. Second level review ☐ d. First Level Review

| Official title of position   | Pay Plan | Competitional Code | Grade | Initials | Date      |
|------------------------------|----------|--------------------|-------|----------|-----------|
| Materials Handler Supervisor | WS       | 6507               | 06    | xmp      | 29 Jul 09 |

|   |  |
|---|--|
| 16. Organizational Title (if different from official title)<br>[Redacted] | 17. Name of Employee (optional)<br>[Redacted]        |
| 18. Dept/Agency/Establishment - National Guard Bureau                     | c. Third Subdivision - Mission Support Group         |
| a. First Subdivision - State Adjutant General                             | d. Fourth Subdivision - Logistics Readiness Squadron |
| b. Second Subdivision - Air National Guard (ANG)<br>Aviation Wing         | e. Fifth Subdivision - Material Management Flight    |

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.  
 Employee Signature/Date (optional)  
 [Redacted]

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out movement functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. Falsely or misleading statements may constitute violations of such statutes or their implementing regulations.

a. typed name and title of immediate Supervisor

|                         |                    |                         |                    |
|-------------------------|--------------------|-------------------------|--------------------|
| Signature<br>[Redacted] | Date<br>[Redacted] | Signature<br>[Redacted] | Date<br>[Redacted] |
|-------------------------|--------------------|-------------------------|--------------------|

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

typed name and title of Official taking action

ROGER M. FARRISH  
Human Resources Specialist (Classification)

Signature Date  
//signed// 29 Jul 09

22. Standards Used in Classifying/Grading Position  
USOPM Federal Wage System Job Grading Standard for Supervisors, dated December 1992;

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or com. Information on classification/job grading appeals is available from the personnel office.

| 23. Position Review | Initials   | Date       | Initials   | Date       | Initials   | Date       | Initials   | Date       | Initials   | Date       |
|---------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| a. Employee (opc)   | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| b. Supervisor       | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| c. Classifier       | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |

24. Remarks:  
Released from NGB-J1-INC, CRA 09-1008, dated 29 Jul 09

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

std 7540-00-434-045 aviation edition usable SEP-108 Optional Form 8 US Office of personnel management (p200), 1000 Standard 225 (supervisor)



# OF-8 – Position Description



- Block 5 – Fill in unit designation.
- Block 12 - Sensitivity
- Block 20 - Type in signature, have supervisor sign and date. (Duties must be certified by the supervisor.)
- Copy of PD must be provided to employee and supervisor.



# Certification of PDs (OF-8)



- Immediate Supervisor
- Higher level Supervisor/Manager (optional)
- Employee (optional)

A supervisor may not refuse to sign an appropriate standardized PD unless it is virtually impossible to use. In such cases an “exception” PD may be needed.





# Supervisory Certification



“I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out the Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.”



# PD Amendments



- Minor changes which do not have impact on classification of position
- Must be officially approved, evaluated by State Classifier, and recorded on all copies of PD
- Results in accurate statement of assigned duties & responsibilities.
- Any addition or deletion of duties that would affect pay plan, title, series or grade is not authorized.





# Exception PDs



## ■ Purpose:

- The purpose of development of Exception PDs is to provide local managers with flexibility and control over the use of positions in their organization with unique mission requirements.
- The development and approval of an Exception PD can be a lengthy process which involves the coordination of the employees supervisor, NGB Functional Manager, State Classifier and NGB Classification.
- Exception PDs are for incumbent only.

**“FINAL APPROVAL FOR AN EXCEPTION PD RESTS WITH NGB CLASSIFICATION”**





# Exception PDs



- Outlined in Chapter 7 – The NGB Classification & Position Management Guide
- Definition:



“.... Written by the immediate supervisor and provisionally classified by the state classification specialist to record the duties and responsibilities for a position unique to the specific location and the classification of the standard position is no longer accurate.”





# NGB Position Description Releases





# Position Description Releases



Reasons why National Guard Bureau (NGB)  
may issue new position descriptions:

- Implementation of new Classification Standards
- Manpower Studies
- New Organizational Structures
- Changes in Technology and Equipment
- Increased/decreased Duties and Responsibilities



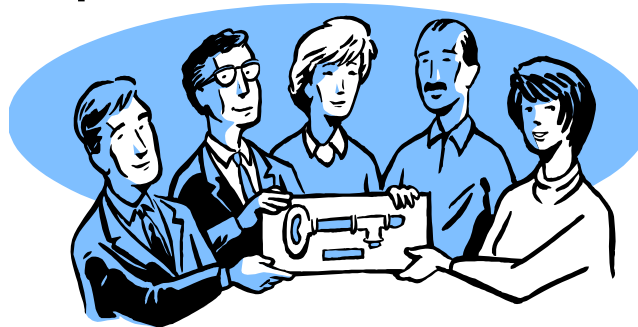


# PD Release Process



## *State Classifiers*

- Review release implementation instructions, new PDs, manning document changes.
  - Forward to HR Remote Designee/Unit with implementation instructions.
  - Discuss release with Managers and Supervisors.
  - Perform required position reviews





# Misconceptions about PD Releases



- Positions are automatically going to be upgraded or downgraded.
- Other states have "already upgraded" all their positions.
- Position reviews are not required.
- Only have 120 to implement PD Release.





# Position Reviews





# Position Reviews



## Reasons for Position Reviews:

- NGB Position Description Releases
- New Classification Standards
- Organizational Changes/Manpower Study/Unit Mission change
- Request by supervisor or employee.
- Classifier deems it necessary to review position



# Position Review Process



- Supervisor, Employee or Classifier will determine a Position Review is needed.
- Ensure proper paperwork has been completed and forwarded to HRO. Paperwork includes:
  - **SF52, Position Review Request, signed by the supervisor**
  - **Updated Organizational Chart, as it relates to the position being reviewed**
  - **Completed Supervisor Request for position review.**
- The classifier will review completed paperwork and then set an appointment to meet with the supervisor and employee.
- Ensure all parties involved are notified of the date and time of reviews and are available for the position review.





# Position Reviews



- The determination to review or investigate the position is at the discretion of the State Classifier (5 CFR 511.609)





# Position Review Process



- The Classifier will analyze information gathered, and a report of findings will be sent to the Commander and/or Supervisor within 30 days (in most cases).
- Recommendations will be listed on the report.
- The unit will initiate request for personnel action (SF-52) if necessary and forward to HRO (through appropriate channels).
- If the employee will be reassigned or promoted to a new PD, an updated employee resume will need to be submitted also.





# Position Review Results



- No changes to the existing PD.
- An amendment to existing PD.
- Placement against another standard PD, with no grade change.
- Justification for establishment of a higher or lower graded PD.
- Establishment of an exception PD – If the situation is unique to the state.





# Position Management



## ■ Do

- ☐ Resolve UMD disconnects (w/ HRO/A1M) ASAP
- ☐ Assign personnel to valid UMD (MPES) position #
  - Resolve all DCPDS position conflicts with HRO
- ☐ Assign all personnel in right place with right RIC & in right PEC allocated to you



# Position Mgmt Cont'd



## ■ Do's Cont'd

- ☐ Submit MCR to correctly align positions with incumbents or change positions to fit EAs

## ■ DON'T

- ☐ Disconnect RIC from PEC

- Move entire resource where you need it on the UMD

- ☐ Maintains local flexibility, but still connects billet w/FYDP
- ☐ No more "phantom moves"



# Position Mgmt Cont'd



## ■ Don't

- Mismatch "GRD" & required "RGR" when possible

- RGR is tied to UTC requirements; never change RGR
- Controlled grade mismatch within reason (i.e. no CMSgt on SrA RGR billet)

- Place AGRs in Drill billets & vice versa (Single UMD)



# Position Mgmt Cont'd



## ■ Don'ts Cont'd

- ☐ Advertise a technician position as permanent when the technician elected to go on an AGR tour and is Absent-US

## ■ Do

- ☐ Advertise as Indefinite May Non-Competitively convert to perm IAW ANGI36-101, 2.8.2.1
- ☐ "Job announcements must indicate that this position is temp-Indef until such time as the departing individual is either restored or the restoration period expires."

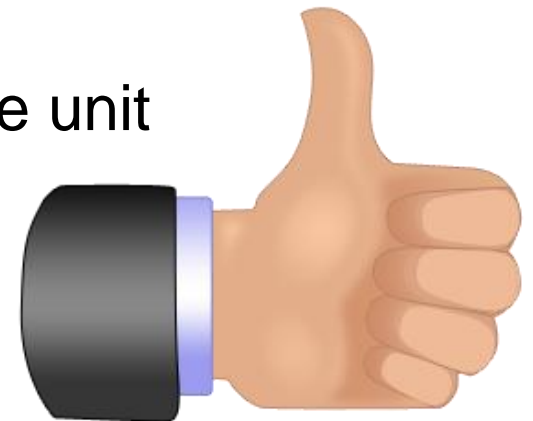




# Things That do Count in Classification of a Position



- Nature and Variety of Work
- Difficulty of the Work
- Authority and Responsibility Exercised
- Extent of Supervisory Controls over the Work
- Qualification Requirements
- How the position relates to the rest of the unit





# Things That do not Count in Classification of a Position



- Unusual diligence/overtime of employee
- Unusual qualifications of employee
- Relative efficiency (compared to others)
- Financial need
- Scarcity of employees
- Volume of work
- Length of service
- Personality



# THESE THINGS DO NOT COUNT IN CLASSIFYING YOUR POSITION

PERSONAL APPEARANCE



UNUSUAL DILIGENCE  
OR OVERTIME

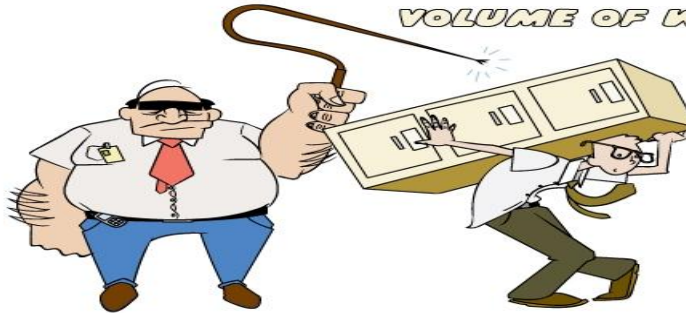


FINANCIAL NEED

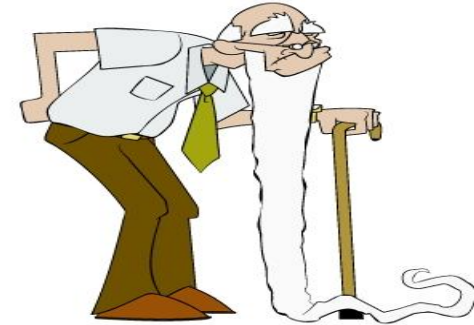
RELATIVE EFFICIENCY



VOLUME OF WORK



LENGTH OF SERVICE



SCARCITY OF NEW EMPLOYEES



UNUSUAL  
QUALIFICATIONS

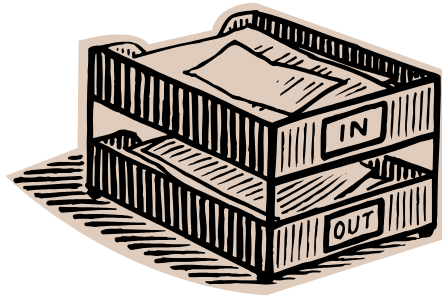


PERSONALITY





# Completing Requests for Personnel Actions





# SF-52 Part A



## PART A – Requesting Office -

- Item 1 - Type of Action Requested
- Item 3 – Additional Information POC
- Item 4 – Proposed effective date – Staffing determines/confirms effective date
- Items 5 & 6 –Action Requested & Authorized blocks – need signatures





# SF-52 Part B



- Item 1-3 - Name, SSN, DOB
- Items 7- 14 (From side) and 15-22 (To Side) –
  - 7 & 15 - Correct Title, PD Number (from Position Description), MPCN/Para-Line Number & Sequence Number
  - 8-14 and 16-22 - Pay Plan, Series and Grade, & Unit
- Items 36-39 – Position Data -
  - 36 – ANG – Functional Account Code (FAC)
  - 38 – Duty Station Code
  - 39 – Duty Station (City, County, State)



# SF-52 – Parts D-F



## Part D –

- Supervisor's Certification (Supervisor's signature block & signature required)
- Justification, if necessary (Temp appt, temp prom, termination)

## Part E – Self explanatory

## Part F – Remarks

- Financial Manager's statement of available funds and signature (Air only)
- Supervisor's name and sequence number
- Other remarks – AFSC/MOSC, mil grade



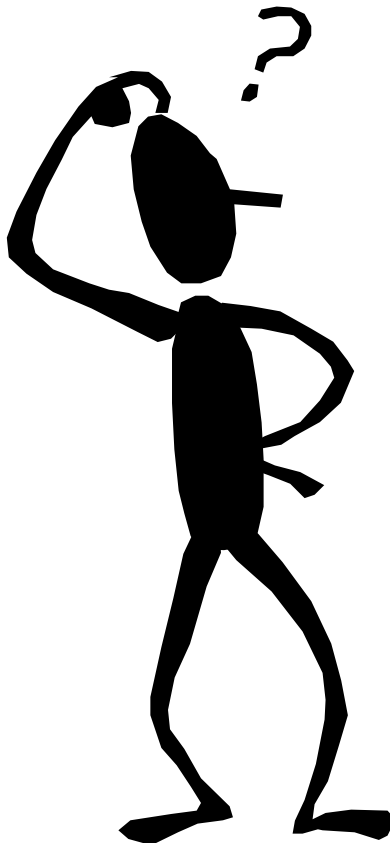


| TECHNICIAN VACANCY ANNOUNCEMENT REQUEST  |  |   |  |
|--|--|---|--|
| I. POSITION INFORMATION  |  |   |  |
| 1. Position Title  |  | 2. Position Number  |  |
| 3. FAC or PARA   |  | 4. Pay Plan   |  |
| 5. Occupational Series   |  | 6. Grade(s) Advertised  |  |
| 7. MPCN or LINE NR   |  | 8. Name and Location of Position Organization   |  |
| 9. Appointment Type:   |  | 10. Duty Location (City, State)   |  |
| <input type="radio"/> PERMANENT<br><input type="radio"/> INDEFINITE<br><input type="radio"/> TEMPORARY<br><input type="radio"/> TEMPORARY PROMOTION NTE _____ DAYS |  | <input type="radio"/> DUAL STATUS<br><input type="radio"/> NON-DUAL STATUS ON-BOARD<br><input type="radio"/> NON-DUAL STATUS DEU  |  |
| 11. Vice (Name and/or Action Vacating Position)  |  | 12. Security Clearance Requirement  |  |
| 13. Position Requires Travel   |  | <input type="radio"/> NONE<br><input type="radio"/> SECRET<br><input type="radio"/> TOP SECRET<br><input type="radio"/> NATIONAL AGENCY CHECK<br><input type="radio"/> TOP SECRET SBI/SCI |  |
| 14. Remarks/Special Instructions   |  | 15. Remarks/Special Instructions  |  |
| II. RECRUITMENT INFORMATION  |  |   |  |
| 1. Area of Consideration   |  | 2. Work Schedule  |  |
| <input type="radio"/> ALL SOURCES<br><input type="radio"/> CURRENT CNG MEMBERS/TECHNICIANS   |  | <input type="radio"/> FULL-TIME<br><input type="radio"/> PART-TIME  |  |
| 3. Subject to Night and/or Rotating Shifts   |  | 4. Applications will be Accepted Only from Grades (Circle Each Grade that applies)  |  |
| <input type="radio"/> YES<br><input type="radio"/> NO  |  | <input type="radio"/> AFSC/MOS<br><input type="radio"/> 14 Days<br><input type="radio"/> 21 Days<br><input type="radio"/> Specify Other: (____ Days)                                      |  |
| 5. Compatible  |  | 6. Applications to be accepted for  |  |
| Enlisted E1, E2, E3, E4, E5, E6, E7, E8, E9  |  | <input type="radio"/> YES<br><input type="radio"/> NO   |  |
| Warrant Officer W1, W2, W3, W4, W5   |  | 7. Payment of Recruitment/Relocation Incentive up to 25% may be Authorized  |  |
| Officer O1, O2, O3, O4, O5, O6   |  | <input type="radio"/> YES<br><input type="radio"/> NO   |  |
| Officer Candidate/Eligible   |  | 8. Payment of PCS Costs may be Authorized   |  |
| Non-Dual Status Technician   |  | <input type="radio"/> YES<br><input type="radio"/> NO   |  |
| 9. Position Title of Selecting Official  |  | 10. E-mail Address for Draft VA and Certificate of Eligibles  |  |

| III. SUPERVISORS CERTIFICATION   |           |                                     |                  |
|--|-----------|-------------------------------------|------------------|
| I certify that this position description is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations. |           |                                     |                  |
| Name/Title   | Signature | Date                                | Telephone Number |
| IV. COMMANDERS/DIRECTORS AUTHORIZATION   |           |                                     |                  |
| I certify that this position description is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations. |           |                                     |                  |
| Name/Title   | Signature | Date                                | Telephone Number |
| V. COMPTROLLERS CERTIFICATION OF FUNDING AVAILABILITY  |           |                                     |                  |
| I certify that funds are available for this action.  |           |                                     |                  |
| Name/Title   | Signature | Date                                | Telephone Number |
| VI. DIRECTORATE FOR HUMAN RESOURCES USE ONLY   |           |                                     |                  |
| I certify that the information entered on this form is accurate and that the vacancy announcement is in compliance with statutory and regulatory requirements.   |           |                                     |                  |
| 1. Classification Remarks:   |           |                                     |                  |
| HR SPECIALIST (CLASSIFICATION)   |           |                                     |                  |
| Signature  |           | Date                                |                  |
| HR SPECIALIST (CLASSIFICATION)   |           | Signature                           |                  |
| Date   |           | 2. Received by Staffing on (date)   |                  |
| 3. Selecting Official Clearance of Draft VA on (date)  |           | 4. VA Posted on USA Staffing (date) |                  |
| 5. CNG VA Number   |           | 6. USA JOBS VA Number               |                  |
| 7. Staffing Remarks:   |           |                                     |                  |
| HR SPECIALIST (STAFFING)   |           | Signature                           |                  |
| Date   |           | HR SPECIALIST (STAFFING)            |                  |
| Signature  |           | Date                                |                  |



| NOMINATION FOR TECHNICIAN EMPLOYMENT   |   |   |                       |
|--|---|---|-----------------------|
| NAME   |   | SSAN  | DOB                   |
| VA #   | <input type="checkbox"/> PERMANENT <input type="checkbox"/> INDEFINITE <input type="checkbox"/> TEMPORARY NTE |   |                       |
| POSITION TITLE   | PAY PLAN, SERIES, GRADE   | POSITION NUMBER   | PARA/LINE OR FAC/LINE |
| M-DAY ORGANIZATION   | MILITARY GRADE/TITLE  | MOS/AFSC  | MILITARY UIC          |
| PROPOSED EFFECTIVE DATE  | VICE  | PRIOR FEDERAL/MILITARY SERVICE<br><input type="checkbox"/> NO <input type="checkbox"/> YES (ATTACH SF144/DD214) |                       |
| NAME OF POSITION'S ORGANIZATION  | ADDRESS   | CONTACT/TELEPHONE/E-MAIL  |                       |
| REMARKS  |   |   |                       |
| TO BE COMPLETED BY NOMINATING SUPERVISOR   |   |   |                       |
| I certify that this Position Description is an accurate statement of major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations. |   |   |                       |
| NAME/TITLE   | SIGNATURE   | DATE  | TELEPHONE             |
| TO BE COMPLETED BY COMMANDER/DIRECTOR  |   |   |                       |
| NAME   | SIGNATURE   | DATE  |                       |
| CERTIFICATION OF FUND AVAILABILITY   |   |   |                       |
| NAME/TITLE   | SIGNATURE   | DATE  |                       |
| DIRECTORATE FOR HUMAN RESOURCES OFFICE USE ONLY  |   |   |                       |
| NOA  | AUTH  | EFFECTIVE DATE  |                       |
| POSITION TITLE   | PP/SERIES/GRADE/STEP  | PAY   |                       |
| POSITION NUMBER  |   |   |                       |
| REMARKS FOR SF50   |   |   |                       |
| DIRECTORATE FOR HUMAN RESOURCES APPROVALS  |   |   |                       |
| OFFICE   | NAME  | DATE  |                       |
|  |   |   |                       |
|  |   |   |                       |
|  |   |   |                       |
|  |   |   |                       |





# AIR AGR

**HR Remote Designee Course  
California National Guard  
CAJS-J1-HR-Air AGR**



# Agenda



- References
- Contacts
- Initial AGR Tours
- AGR Continuation Tours
- Occasional Tours
- Backfills
- Vacancy Announcements
- Reassignments (Voluntary and MDR)
- Promotions
- Controlled Grades
- AGR Strength
- CNG Form 690-27
- ANGI 36-101



# References



- ANGI 36-101, Air National Guard Active Guard Reserve (AGR) Program, dated 3 June 2010



# Required Documents for all orders



- NGB 336 (Air National Guard Order Application Request).
- Fitness Test (passing and current within 1 year)





# Initial AGR Tours

## Additional Required Documents



- NGB 336, Fitness Test (passing and current within 1 year), RIP (current within 30 days), AF Form 422 (signed by SAS, annotating dental within 12 months and HIV draw within 6 months), Signed COE (Certificate of Eligibles), Selection Documentation (Notes from interview, scoresheets, board results, memo from selecting supervisor, etc...)
- Requests will be forwarded to the AGR Manager not less than 30 days prior to the effective start date allowing 15 days to process orders.



# AGR Continuation Tours



- NGB 336, Current fitness test, DD form 4 or extension documentation (if applicable)
- FSS/HR Remote Designee will submit requests for AGR tour extensions not less than 30 days prior to the end date. Also, allow 15 days for processing.



# Occasional AGR tours



- Para 13.4. The intent of an occasional tour is to temporarily fill a full-time requirement short term while that requirement is being advertised and hired. Vacant AGR resources will not be filled by continuous occasional tours being served by multiple Airmen or the same Airman.
- Para 13.4.1.1. There is no authority to unilaterally establish new workload requirements for AGRs. Operational Readiness Inspection/Unit Compliance Inspection (ORI/UCI) preparation is considered organic workload to existing documented full-time requirements on the UMD and not additional or temporary workload.



# Occasional AGR tours (cont'd)



- Para13.4.1.2. The maximum tour length is 179 days (ASA mission and deployment backfills are exceptions). Airmen must have at least a 31 day break in AGR service to be put on a second occasional AGR tour. All occasional tours are accommodated within the State's current resource allocations. Occasional tours will not require a MCR action.
- If there is a break in orders it must be for 31 days. You may extend the original tour up to 179 days. Once the member has reached 179 days, there must be a 31 day break.



# Occasional AGR Tours (cont'd)



- Signed NGB 336, **RIP (current within 30 days)**, Fitness Test (passing and current within 1 year), **AF Form 422 (signed by SAS, annotating dental within 12 months and HIV draw within 6 months)**, Signed Sanctuary Waiver.
- Upon validation of funding and position availability, the HRO, AGR Management Branch will process temporary AGR orders within 15 days.



# AGR Deployment Backfills



- Para 13.4.2. AGRs activated under Title 10 and deployed away from home station for 31 days or more may be backfilled (in-kind: AFSC, grade, and AGR category). Exceptions must be reviewed through HRO to NGB/A1M and the Functional Manager in turn, for approval.
- 13.4.2.1. If AFSC and grade is **not available**, the HRO has the authority to approve a backfill with an Airman within the 2 digit AFS not to exceed the deployed AGR's authorized grade on the UMD. For example, a **2W0X1** can be backfilled with a **2W1X1** if no 2W0X1s are available.



# AGR Deployment Backfills (cont'd)



- 13.4.2.2. The backfill is authorized only for the specific period of the incumbent's deployment. **This does not include pre-deployment preparation nor the incumbent's return from deployment, to include the deployed Airman's leave and reconstitution time.** Copies of CED orders must be provided to HRO to determine backfill inclusive dates.
- Signed NGB 336, RIP (current within 30 days), Fitness Test (passing and current within 1 year), AF Form 422 (signed by SAS, annotating dental within 12 months and HIV draw within 6 months), **CED order of the deployed individual to be backfilled, Signed Sanctuary Waiver.**



# Vacancy Announcements



- 4.1.7. Fair and equitable treatment of all personnel, regardless of their employment status, is paramount. Traditional Airmen, military technicians, and AGR personnel must be given equal opportunity to be considered for AGR vacancies. Specific procedures for application and verification of eligibility will be established by each TAG within the following guidelines:
- 4.1.7.1. State procedures must include widespread advertising of AGR positions to ensure that no eligible individual is overlooked.





# Vacancy Announcements (cont'd)



- 4.1.7.2. A position may not be advertised or filled until a review of overgrade/excess AGR personnel has been accomplished, and the HRO has certified that no overgrade/excess AGR Airmen exist who could be offered the position IAW Chapter 10 of this instruction.
- Vacancy Announcements will be announced up to the maximum authorized grade.



# Vacancy Announcements (cont'd)



- The intent of the AGR program is to assess AFSC qualified individuals. However, any applicant selected who does not possess the AFSC, must sign an agreement to retrain.



# Voluntary AGR Reassignments



- Para 6.7. Reassignment to an AGR position requires the new position to have a grade no lower than the individual's current military grade (unless the enlisted Airman agrees in writing to a reduction in grade IAW ANGI 36-2503, *Administrative Demotion of Airmen*).
  - Para 6.7. The reassignment must not lead to an overgrade, excess, or a promotion beyond the highest AGR grade identified for the current position when advertised and hired.
- **This includes ASA!**



# Voluntary AGR Reassignments (cont'd)



- 6.7.4. Airmen who are reassigned to a new position should remain in that position for a minimum of 24 months. TAG may approve waivers when in the best interest of the unit, State, and Air National Guard.



# Management Directed Reassignment



- 6.8.1. With HRO concurrence, commanders may elect a lateral Management Directed Reassignment of an AGR Airman without advertising the position and without the Airman's consent. Individual must be fully qualified for the military position.
- MDRs will not create an overgrade or excess assignment nor lead to a promotion beyond the highest military grade identified for the current position when advertised and hired.



# Management Directed Reassignment



- 6.8.2. AGRs should serve at least 24 months in their present position to be considered for a MDR. MDRs with less than 24 months in current assignment require waiver approval by TAG.



# AGR Promotions



- Para 7.1.1. Officer and enlisted AGR personnel selected for promotion must be the sole occupant of a higher-grade UMD full-time funded AGR (RIC 0034 or 0148) position prior to assuming the new grade. **Promotion opportunity is limited to the authorized grade on the incumbent's current AGR position as reflected on the UMD.** By law, officers not occupying a higher-grade position, or constrained by controlled grade limitation may not assume the new grade.



# AGR Promotions (cont'd)



- **Example:** A major cannot be position vacancy promoted to lieutenant colonel if the authorized grade on their UMD AGR position is major. **To advance/further promotion opportunity, the individual must find a different AGR job with greater responsibility and higher authorized military grade.**
- **Per NGB, ASA may now be promoted as long as they're in compliance with the above paragraph. They may NOT be reassigned to a higher graded position for the purpose of promotion.**





# AGR Controlled Grades



- The grades of Senior Master Sergeant, Chief Master Sergeant, Major, Lieutenant Colonel, and Colonel are congressionally controlled IAW Title 10 U.S.C. Sections 12011 and 12012. Promotion to these controlled grades cannot exceed the annually established military duty end-strength or grade ceilings, or the individual controlled grade allocation provided to each respective State (reference Chapter 13 of this instruction). Therefore, the following controls are necessary.



# AGR Controlled Grades (cont'd)



- Para13.3.3. All restorations, promotions, new hires, occasional and AGR deployment backfill personnel (not on MPA Man-day program) must be accommodated within the controlled grade ceiling on any given day to adhere to approved OSD end-strength accounting rules.



# AGR Strength



- The monthly AGR Strength Report is a very important tool used by the leadership of the CA ANG and is required by ANGI 36-101 to be completed by the 7<sup>th</sup> of each month.
  - It is important that it is as accurate as possible.
  - Accuracy depends on checks and balances between HRO and the unit (HR Remote Designee).
- If at all possible verify the monthly number sent by HRO **by the deadline requested.**



## AGR Strength (cont'd)



- NGB is now taking their yearly “snapshot” on a monthly basis.
- As with the yearly end strength the AGR strength will be determined by NGB by what is put into Mil PDS. It is imperative to your organization that Mil PDS be updated correctly and in a timely manner.



# CNG Form 690-27



## REQUEST FOR ANG AGR PERSONNEL ACTION

|  |                           |                            |                |
|--|---------------------------|----------------------------|----------------|
| <b>NAME:</b> _____ <b>SSAN:</b> _____ <b>GRADE:</b> _____  |                           |                            |                |
| <b>UNIT:</b> _____ <b>DOB:</b> _____ <b>Security Clearance:</b> _____  |                           |                            |                |
| <b>NATURE OF REQUEST:</b> <input type="checkbox"/> Promotion <input type="checkbox"/> Reassignment <b>VA Number:</b> _____<br><input type="checkbox"/> Vacancy Announcement            |                           |                            |                |
| <b>Effective Date:</b>   | <b>Current Assignment</b> | <b>Proposed Assignment</b> |                |
| <b>PAS code:</b>   |                           |                            |                |
| <b>FAC:</b>  |                           |                            |                |
| <b>MPCN:</b>   |                           |                            |                |
| <b>UMD Title:</b>  |                           |                            |                |
| <b>PD Number:</b>  |                           |                            |                |
| <b>PD Title:</b>   |                           |                            |                |
| <b>Auth. Rank/Grade:</b>   |                           |                            |                |
| <b>DAFSC:</b>  |                           |                            |                |
| <b>PAFSC:</b>  | <b>2AFSC:</b>             | <b>3AFSC:</b>              | <b>TAFMSD:</b> |
| <b>Vacancy Announcement</b> <input type="checkbox"/> Statewide (min: 21 days) <input type="checkbox"/> Nationwide (min: 30 days) <input type="checkbox"/> Wing AGR Only (min: 21 days) |                           |                            |                |
| <b>Selecting Official:</b>   |                           | <b>Vice:</b>               |                |
| <b>Requesting Official/Supervisor:</b>   |                           |                            |                |
| <b>Approval:</b>   | Typed Name                | Signature                  | Date           |
| <b>Unit Commander:</b>   | Typed Name                | Signature                  | Date           |
| <b>Comptroller:</b>  | Typed Name                | Signature                  | Date           |
| <b>HRO:</b>  | Typed Name                | Signature                  | Date           |
| <b>Remarks</b>   |                           |                            |                |



# CNG Form 690-27



The 690-27 is much more suitable for AGR actions than the SF-52. This new form can be used to request several actions such as:

- Promotions
- Reassignments
- Vacancy Announcement Requests



# ANGI 36-101 (dated 3 June 2010)



Document is **SUBSTANTIALLY** revised.

- OLD - 8 Chapters, 7 Attachments
- NEW - 13 Chapters, 15 Attachments



# ANGI 36-101 (dated 3 June 2010)



## CHAPTER 1

### *Scope and Responsibilities*

- Responsibilities from NGB level to wing level
- Adds AGR Airman Responsibilities
- Separates FSS and AGR Remote Designee duties





# ANGI 36-101 (dated 3 June 2010)



## CHAPTER 2

### *General Policy and Procedures*

- Waivers/ETPs to Instruction
- AGR Program Intent & Probationary Periods
- Incorporates guidance on Uniformed Services Employment and Reemployment Rights Act (USERRA)



# ANGI 36-101 (dated 3 June 2010)



## CHAPTER 3

### *AGR Benefits and Entitlements*

- Adds Paragraphs on:
  - Aviator Continuation Pay (ACP) Program
  - Career Status Bonus (CSB)/REDUX
  - Enlisted Bonuses and Special Duty Assignment Pay (SDAP)



# ANGI 36-101 (dated 3 June 2010)



## CHAPTER 4

### *Announcement, Application and Selection*

- Announcement, Application & Assignment Procedures
- AFSC Requirements
- Adds
  - Applicants for E-8 positions must complete SNCO Academy within 1 year of selection.
  - Lists minimum requirements for application packages



# ANGI 36-101 (dated 3 June 2010)



## CHAPTER 5

### *AGR Accession Requirements*

- Accession Standards
- Clarifies Air Force Specialty Code (AFSC) Requirements
- Incorporates changes concerning Air Force Fitness Standards and Program
- Includes guidance on Sanctuary



# ANGI 36-101 (dated 3 June 2010)



## CHAPTER 6

### ***Assignments, Reassignments, and Management Directed Reassignments***

- Clarifies AGR tour lengths and Mandatory remarks on AGR orders
  - Includes conversion from T32 to T10
- Probation, Tour Expiration & Subsequent Tours
- Assignment to Position
  - Assignment for minimum 24 months (waiverable by TAG)
  - Sole occupant of position & proper RIC



# ANGI 36-101 (dated 3 June 2010)



## CHAPTER 6 con't.

- Adds detail to Voluntary Reassignment & Management  
Directed Reassignment (MDR) (Involuntary)
- Clarifies Key Staff Assignments and AGR details
- Expands Detail Assignments
  - NTE 120 days within 4 year period
  - "Back to back" details prohibited
  - Must be coordinated & monitored by HRO AGR  
Manager



# ANGI 36-101 (dated 3 June 2010)



## CHAPTER 7

### *Force Management and Utilization*

- Expands Promotion Information & Control Grade Management
- Additional information on AGRs performing Title 10 duty in support of Air Force AD requirements
  - Authority to convert from T32 to T10
  - Accountability/Documentation T10 Service
  - Fiscal Authority/Reimbursement



# ANGI 36-101 (dated 3 June 2010)



## CHAPTER 7 con't.

- Adds additional info on AGRs traveling outside the US, its territories & possessions on official duty
- Adds paragraphs on Emergency Domestic and "Immediate Response" Situations





# ANGI 36-101 (dated 3 June 2010)



## CHAPTER 8

### ***Tour Curtailment, Separation, and Retirement***

- Authority
- Sanctuary
- Voluntary /Involuntary Tour Curtailment
- Involuntary Release
- Involuntary Discharge
- Mandatory Separation
- Retirement (Active Duty and Reserve)



# ANGI 36-101 (dated 3 June 2010)



## CHAPTER 9

### ***AGR Continuation Board (ACB)***

*(largest addition to ANGI)*

- AGR Continuation Board (ACB)
  - Purpose, Responsibilities, ACB Composition
  - Schedule & Pre-Board Process
  - Conducting ACB & Post-Board Process
  - Entry into AGR Career Program
  - Non-continuation & Reconsideration Process
  - Out-of-Cycle ACB



# ANGI 36-101 (dated 3 June 2010)



## CHAPTER 10

### *Priority Placement and Reduction in Force*

- Priority Placement Program (PPP) Procedures
- Adds Implementation of RIF information
  - RIF Board Procedures
  - Adds Career Status precedence



# ANGI 36-101 (dated 3 June 2010)



## CHAPTER 11

### *Recruiting and Retention*

- Qualifications/Selection Process
- Tour Length & “Occassional” Tours
- Tour Termination



# ANGI 36-101 (dated 3 June 2010)



## CHAPTER 12

### *Medical*

- Eligibility for AGR Tour IAW AFI 48-123, *Medical Examination & Standards*
- Requirement for RCPHA/PHA & Dental must be conducted NLT 12 months prior to tour start date
- Authorization of Medical Care
- Occasional and Backfill Tours
  - not extended for pregnancy



# ANGI 36-101 (dated 3 June 2010)



## CHAPTER 13

### ***Resources, Accounting, Controlled Grades, Occasional and AGR Deployment Backfill Tours***

- Adds information on New Roles & Missions
- Accountability & Funding
- Expands information on Controlled Grade Ceilings



# ANGI 36-101 (dated 3 June 2010)



## CHAPTER 13 (cont'd)

### *Resources, Accounting, Controlled Grades, Occasional and AGR Deployment Backfill*

- Includes guidance on Occasional(formerly known as Temporary) Tours
  - Intent of Occasional AGR Tour
  - Min 31 days; Max 179days...**MUST** have break of min 31 days btwn AGR Occasional tours (ASA current exception)
  - No add'l resources for ORI/UCI (organic workload for f/t)



# ANGI 36-101 (dated 3 June 2010)



## CHAPTER 13 (cont'd)

- AGR Deployment Backfill
  - Permanent AGR must deploy from home station for 31 days or more (does not include pre-post deployment preparation/reconstitution time or leave)
- Airmen on Counter-Drug are not AGRs (by law)
- Table 13.1 Manpower Change Request (MCR) AGR Comparability Chart